

# **Calendaring and Event Request**

**New Event**

**Cancellation**

**Change**

## **General Information**

Name of Event (As it is to appear) \_\_\_\_\_

Date of Event \_\_\_\_\_ Person Requesting Event \_\_\_\_\_

Date Requested \_\_\_\_\_ Contact # \_\_\_\_\_

Ministry/Department Name \_\_\_\_\_

### Location of Event

RDBC

Fellowship Hall

Sanctuary

Classroom \_\_\_\_\_

Euhaw Campus

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Set-Up Time (if needed) \_\_\_\_\_ Break-Down Time \_\_\_\_\_

Number of people expected \_\_\_\_\_

Services Needed Will you need assistance in these areas?  Yes  No

Set-Up

Food Service

Audio/Visual/Sound/Lighting

\_\_\_\_\_

Additional Comments \_\_\_\_\_

## **For Office Use Only**

Approved and Scheduled

Not Approved

Reason(s) For Decision \_\_\_\_\_

Approved By \_\_\_\_\_ Date Approved \_\_\_\_\_